

DBHDID  
RIAC Allocation and Expense Report Instructions

FY 2017  
Form 131A

**General Instructions:**

- All regions must submit this form as a **planning tool** with their Plan and Budget Application and as an implementation report **semi-annually** (due by January 30<sup>th</sup> and by July 30<sup>th</sup>). Each report shall be reviewed and approved by the RIAC, signed by the RIAC Chair.
- The community mental health center (CMHC) and the RIAC must collaborate to determine appropriate allocations/expenses for the region for funds under the purview of the RIAC.
  - *DBHDID's Notice of Available Regional Funding (NARF) (sent under separate cover to the CMHC) provides information regarding the total minimum allocation for each RIAC.*
- It is expected that financial information will be shared with RIACs about RIAC funds (but **not** necessarily other funds-High Fidelity Wraparound funding or Flexible Funds for youth receiving Targeted Case Mgmt. services). Notation of such discussion should be documented in RIAC meeting summaries. If the RIAC designates this oversight to the LIAC(s), notation should also be documented in RIAC minutes. RIACs/LIACs should send documentation that the information has been reported to Beth Jordan at DBHDID, 275 East Main St. 4W-G, Frankfort, KY 40621, or electronically to [beth.jordan@ky.gov](mailto:beth.jordan@ky.gov).
- Please upload the completed Form 131, signed by the RIAC Chair, utilizing an electronic signature or by scanning the document. If the Center does not have electronic signature or scanning capabilities, please upload the completed, but unsigned document, and also mail a hardcopy of the completed Form 131 signed by the RIAC Chair to the email or address listed above.
- Please enter data in the shaded areas only.

**Form 131 includes three categories:**

- 1) RIAC/LIAC Parent & Youth Representatives and Alternates (\$1,500 recommended base);
- 2) RIAC Infrastructure Support (if applicable); and
- 3) Region-Wide Administrative Costs (if applicable).

**Categorical Instructions:**

**1) RIAC/LIAC Parent & Youth Representative(s) and Alternates Allocation/Expenses:**

- In the **RIAC Allocation column**, the DBHDID, upon the recommendation of the SIAC, advises that RIACs set aside a minimum of \$1,500 per year for the sole purpose of supporting SIAC, RIAC and LIAC parent & youth or their alternates. These funds also may be used for reimbursement of childcare, lodging, meals, travel, stipends, trainings, attendance at applicable meetings, etc. or to support the attendance of parent and youth representatives to attend relevant activities at the request of the RIAC/LIAC (e.g., community meetings, trainings, etc.)
- RIACs/LIACs are required to provide at a minimum a \$20 stipend for half-day meetings and \$40 stipend for full day meetings prior to each meeting that a RIAC/LIAC representative attends in their role as a representative.
- A RIAC may designate more than \$1,500 for this category and may establish stipend amounts greater than the required minimum. Reimbursements for expenses are to occur in a timely manner. The process for this policy should be in the RIAC's policy and procedure manual and accessible upon request of any party.

- By January 30<sup>th</sup> (for June-December) and by July 30<sup>th</sup> (for January through June), please report on Form 131 (RIAC Allocation and Expense Report), all expenses related to RIAC/LIAC Parent Representatives and their alternates.

## 2) **RIAC Infrastructure Support Allocation/Expenses:**

- In the **RIAC Infrastructure Support column**, list program expenses supported by RIACs/LIACs allocated funds that the RIAC/LIAC expects to expend in this category during the state fiscal year.
- By January 30<sup>th</sup> and by July 30<sup>th</sup>, please report on Form 131 (RIAC Allocation and Expense Report), all expenses related to RIAC/LIAC Infrastructure Support.
- For other projects/expenses, RIACs may utilize the /RIAC Allocation for other projects that benefit children with severe emotional disabilities (SED). If applicable, list other programs or activities that are supported with the RIAC Allocation (not all regions make these types of allocations). Details of the expenditures of these funds must be shared with RIACs at least quarterly and notation should be documented in the RIAC meeting summaries. (e.g., supporting a local children's camp for children with special needs, funds to support community meetings of Human Services providers to benefit children/youth with SED, programming to support children with SED and their caregivers – Support groups, etc.).

## **Region-Wide Administrative Costs:**

- In the **RIAC Allocation column**, based on the Region-wide administrative rate approved by the DBHDID/Division of Administration and Financial Management (A&FM), list the amount the RIAC expects to expend in this category during the fiscal year. This shall not be in addition to the administrative costs already allowed by the CMHC and the amount should be included in the total allocation to the RIAC.
- By January 30<sup>th</sup> and by July 30<sup>th</sup>, please report on Form 131 (RIAC Allocation and Expense Report), all Region-wide administrative costs.

## 3) **GRAND TOTAL:**

- This form is completed in Excel and will automatically generate totals in each category as well as the Grand Total.
- This form also automatically generates the percentage of Allocation expended once the information is entered.
- Please include the **total RIAC allocation** on the **Financial Planning and Implementation Report (Form 117)**. If your region allocates additional funds to the RIAC, please include that amount on in the appropriate column. Actual expenditures shall also be reported on the Financial Implementation Report (Form 117), on a quarterly basis.

Expenses for anything other than parent stipends and RIAC operation should **not** be allocated or reported on Form 131. Thus, no personnel costs or program costs of the CMHC should be included in the allocation made to the RIAC or reported on Form 131.

Questions about the RIAC Allocation and Expense Report (Form 131) may be directed to Beth Jordan at (502)782-6154 or by e-mail: [beth.jordan@ky.gov](mailto:beth.jordan@ky.gov).